**CHLLINGTON HEALTH CENTRE**

Post: Lead General Practice Nurse

Responsible to: Practice Manager (managerially)

GP Partners (clinically)

Hours: Full time, job share, flexible working

**Job Summary:**

The post holder is responsible for ensuring the delivery of safe and effective nursing care to the whole practice population. As the team leader for the general practice nursing team, the post holder is accountable for nursing service delivery. They will lead and manage all the nursing resources, working closely with the GPs and practice manager to deliver the practice priorities. Clinically, the focus of the role is the delivery of evidence-based practice for patients with acute and chronic conditions and management and preventative nursing interventions to all patients. You will work collaboratively with the whole general practice team to meet the needs of patients, supporting the delivery and procedures and providing leadership and direction for the nursing team.

**Scope and Purpose of the Role**

* To help develop the nursing services offered by the practice
* To provide clinical leadership within the nursing team
* To ensure the highest standards of care are provided for patients
* To manage and develop a clinical acute and chronic case load, dealing with presenting patient’s needs in a primary care setting
* Review medication for therapeutic effectiveness, appropriate to patients needs and in accordance with evidence-based practice and national and practice protocols
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
* To deliver a high standard of patient care using specialist practice nurse skills

**Primary Duties and Areas of Responsibilities**

**Clinical Role**

* To carry out a wide range of treatment duties, ie ear syringing, wound care, venepuncture, new patient checks, cytology and immunizations/injections.
* To provide advice to patients on general health issues and minor ailments, referring to the GP as necessary.
* To provide emergency treatments in line with competencies and practice protocol.
* To assess the practice population health needs and participate in the development and management of practice strategies to meet identified needs.
* To actively encourage, develop and deliver health promotion programmes providing advice and treatment in areas of hypertension monitoring, diet and smoking cessation.
* To complete health screening, immunisation and vaccination programmes, raising patient awareness and following up non-attendance, by maintaining a call/recall system for targets.
* To develop and maintain chronic disease registers and autonomously provide the clinical nursing interventions/clinics that will support the management of both national and local programmes and QOF referring patients appropriately as per practice protocol.
* To provide travel advice.
* To provide contraception and sexual health to teenagers and women.
* Where necessary evaluate patient test results in conjunction with the patient and their GP and ensure the appropriate course of treatment is initiated.
* Make appropriate referrals to other members of the primary, community and secondary care teams
* Contribute to the practice achieving its GMS contract obligations
* Where the post holder is an independent prescriber: to ensure safe, effective and appropriate medication as defined by current legislative framework and local and practice guidelines
* Maintain accurate records according to NMC rules
* Ensure all data protection requirements are met when gathering, recording and storing patient data
* Liaise and maintain good working relationships with all members of the practice team. Work within the multi-disciplinary team within the practice and across the wider health system

**Teaching and Mentoring Role**

* Promote a learning environment for patients, nurses and other health professionals
* Assist with the planning and implementation and teaching for practice staff including medical students, nurse students, nurses and health care assistants
* Act as mentor for more junior staff and students, assessing competence against set standards
* Disseminate learning and information to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)
* Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
* Undertake regular appraisals for the practice nursing team

**Professional Role**

* Attend and contribute to relevant internal and external meetings as required including practice meetings and nurse team meetings
* Maintain a personal progress and training plan to keep up-to-date with current thinking and developments as well as identifying own training deficiencies and attending suitable courses as appropriate
* Promote evidence based practice through use of the latest research based guidelines
* Monitor the effectiveness of own clinical practice through quality assurance strategies such as the use of peer audit and review
* Maintain professional registration

**Managerial Role**

* Understand own role and scope in the practice and identify how this may develop over time
* Work as an effective and responsible team leader, supporting others and exploring the mechanisms to develop new ways of working
* Prioritise own and other’s workload and ensure effective time management strategies are embedded within the culture of the team
* Act as a role model to support members of the nursing team to undertake mandatory and statutory training requirements
* Provide clinical educational advice to support development of the team and range of services provided
* Manage the nurse rotas/holiday/study leave
* Manage nursing staff appraisals

The post holder is responsible for their own professional practice and accountability according to NMC guidelines and to maintain UKCC registration and an up to date knowledge of drug administration.

This list is not exhaustive and the post holder will be expected to undertake other duties in line with their role. This job description will be reviewed on a regular basis.

**PERSON SPECIFICATION**

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| ***ESSENTIAL*** | ***DESIRABLE*** | ***ASSESSMENT METHOD*** |
| ***Qualifications:***   * *Registered General Nurse (Currently registered with the Nursing & Midwifery Council)* | *Teaching / Mentoring experience and /or qualification* | *Original certificates, NMC card & CV* |
| ***Experience:***   * *Previous post registration experience*   + *Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the Practice Nurse role* * *Experience in management long term conditions e.g. asthma, COPD, diabetes, CHD* * *Evidence of working autonomously and as part of a team* * *Proven ability to evaluate the safety and effectiveness of their own clinical practice* * *Skills in management of staff and teams* | *Interpreting and implementing local and National policy agendas for health* | *CV & Interview* |
| ***Knowledge :***   * *Understanding and knowledge of policy developments related to the delivery of primary care services including General Practice, the GMS contract, Clinical Governance, Quality & Outcomes Framework* * *Understanding of systems to gain an understanding of the health needs of the Practice population as they relate to primary care* * *Understanding of evidence based practice* * *Knowledge of national standards that inform practice (eg National Service Frameworks, NICE guidelines etc)* * *Understanding of their accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Nurse Practitioner role* * *Understanding of equal opportunity and diversity issues* |  | *CV & Interview* |
| ***Skills:***   * *Ability to assess and manage patient risk effectively and safely* * *Well-developed word processing/data collection/IT skills* * *Excellent interpersonal, verbal and written communication skills* * *Reflective practitioner* * *Time management and ability to prioritise workload* * *Able to analyse data and information, drawing out implications for the individual patient/impact on care plan* * *Able to establish and maintain effective communication pathways within the organisation, the local PCT and with key external stakeholders* | *Experience of use of a medical software package*  *Proven record of effective use of networking and influencing skills*  *Ability to think strategically*  *Experience of presenting information to wider audience* | *CV & Interview* |